


<p>Jay Dardenne Secretary of State</p> 	<p align="center">Application to Qualify for Appointment as Notary Public La. R. S. 35:191(C)</p>		
<p>Commission Type</p>	<p>Enclose \$35 application fee Make remittance payable to Secretary of State <i>Do not send cash</i></p>		<p>Return to: Notary Division P.O. Box 94125 Baton Rouge, LA 70804-9125 Phone: (225) 922-0507 Web site: www.sos.louisiana.gov</p>
	<p>Check one: <input type="checkbox"/> Commission based on parish of residence Note: If you are requesting recommissioning due to moving to a new parish, also check here <input type="checkbox"/> <input type="checkbox"/> "Dual" commission based on office location </p>		
<p>SECTION ONE A. CERTIFICATE OF AGE, RESIDENCE, AND LOCATION OF OFFICE *** TYPE OR PRINT LEGIBLY IN BLACK INK ***</p>			
Full Legal Name			
Date of Birth		Age last birthday	
Parish of Residence (Domicile)			
Parish of voter registration			ERIN Verified
Residence Address	Street City/Zip		
Previous Address (if residence is less than 5 years)	Street City/Zip		
<p align="center">B. DECLARATION OF STATUTORY QUALIFICATIONS FOR APPOINTMENT</p>			
Country of Citizenship		If you are not a US citizen, check the box on right and attach an original or certified true copy of INS documentation certifying your legal status as a resident alien. <input type="checkbox"/>	
Language Proficiency	I hereby declare that I read, write, speak and am sufficiently knowledgeable of the English language		<input type="checkbox"/> Yes <input type="checkbox"/> No
<p align="center">C. SUPPLEMENTAL APPLICANT INFORMATION</p>			
Mailing Address	Street or PO Box City/Zip		
Telephone Numbers	Home Cell		
Current Primary Employment	Name of Employer Job title or position		
	Street City/Zip		
	Phone		
Additional current employment	Name of Employer Job title or position		
	Street City/Zip		
	Phone		

SECTION TWO		ATTESTATION OF GOOD MORAL CHARACTER, INTEGRITY, AND SOBER HABITS	
Answer ALL questions, and furnish complete details of any "Yes" answer(s) on the Supplemental Information Form - SECTION SEVEN		Yes	No
A. Have you ever held a commission as a notary in Louisiana not disclosed elsewhere on this application? If yes, furnish commission parish, date, and name and report the current status of that commission.			
B. Have you ever been convicted of any crime (other than as a juvenile) (whether misdemeanor or felony) in any state, the United States, or foreign state? If so, provide the date of the conviction, the court in which you were convicted, the actual charges of which you were convicted, and the facts surrounding the crime.			
C. Have you ever been a party to any lawsuit, court or administrative proceeding—whether civil, criminal, or combination of both—in which you were accused of being dishonest or making a false statement? If so, provide the caption of the lawsuit, the court or agency in which the proceeding was brought, the allegations against you, and the disposition of the proceeding.			
D. Has any surety on any bond on which you were the principal been required to pay any money on your behalf? If so, provide the name and address of the surety, the name and address of the party to whom monies were paid, and the amount of the claim and the date you reimbursed the surety.			
E. Have you ever filed a petition for bankruptcy and been denied discharge from any debt? If so, provide case information including the name and address of the court, any trustee, and, with respect to debts not discharged, the names of creditors and amounts not discharged in the proceedings that remain unpaid.			
F. Have you ever been disbarred, suspended, censured, or otherwise reprimanded or disqualified from practice in any profession or as a holder of public office? If so, provide name of entity issuing sanctions, dates, summary of incident, and ultimate disposition.			
G. Have you ever been the subject of any formal charges concerning your conduct as an attorney, or conduct in any profession? If so, provide name of entity with whom complaints were filed, dates, summary of charges, complaints, or grievances, and ultimate disposition.			
H. Have you ever been the subject of any formal charges alleging that you engaged in the unauthorized practice of law, including any now pending? If so, provide name of entity having jurisdiction over such charges, dates, summary of the charges, complaints, or grievances, and disposition.			
I. Have you received any discharge from military service other than honorable discharge, or were you court-martialed, allowed to resign in lieu of court-martial, awarded non-judicial punishment, or administratively discharged? If so, provide complete details including branch of service, dates, place where proceedings were filed, and disposition.			
J. Have you ever been the subject of any honor code violation proceeding in any educational institution? If so, provide name of institution, dates, summary of the incident, and disposition.			
K. Have you ever been denied a license for business, trade, or profession (e.g. CPA, real estate broker, physician, patient practitioner, etc.)? If so, provide details including name of authority denying license, type of license, date and reasons for denial, and whether appeal was taken and disposition, if any, of appeal			
L. Have you ever had a business, trade or professional license revoked? If so, provide name of authority revoking license, date, and reasons for revocation.			
M. Have you been charged with any alcohol or drug-related traffic violations during the past 10 years? If so, provide complete details including dates, nature of violation, and disposition.			
Answers to questions below are confidential and protected by law from public disclosure.			
N. Within the past five years, have you ever raised the issue of consumption of drugs or alcohol or the issue of a mental, emotional, nervous, or behavioral disorder or condition as a defense, mitigation, or explanation for your actions in the course of any administrative or judicial proceeding or investigation, any inquiry, or other proceeding; or any proposed termination by an educational institution, employer, government agency, professional organization, or license authority? If your answer to the question above is yes, furnish complete details.			
O. Have you ever been terminated, suspended, disciplined, or permitted to resign in lieu of a termination from any job due to fraud, alcohol, drug abuse or any other charges of misconduct? If yes, provide the name of the employer, dates of employment, and fully explain the circumstances.			

SECTION THREE (check only one)	EXEMPTION FROM EXAMINATION La. R.S. 35:191(C)(2)(c) or La. R.S. 35:191(E)	Office use
<input type="checkbox"/> Attorney admitted to the practice of Law in the State of Louisiana	Applicant is duly licensed to practice law in the State of Louisiana, and is exempt under R.S. 35:191(C)(2)(e) from taking or passing the Louisiana state notary examination provided for in R.S. 35:191.1.	Status verified by: Approval Date:
<input type="checkbox"/> Notary currently commissioned in the State of Louisiana seeking a dual commission	Applicant currently holds a valid commission as a notary public in the State of Louisiana in and for the Parish of _____, and is exempt under R.S. 35:191(C)(2)(e) from taking the Louisiana state notary examination provided for in R.S. 35:191.1.	Status verified by: Approval Date:
<input type="checkbox"/> Notary changing residence (validly commissioned for five years or who has passed the state notary exam on or after June 13, 2005)	Applicant has passed the Louisiana state notary public examination as provided for in 35:191.1 on or after June 13, 2005, or has held a valid commission for at least five years as a notary public in the State of Louisiana in and for the Parish of _____, and is changing his residence to _____ parish, and is exempt under R.S. 35:191(E) from taking or passing the Louisiana state notary examination provided for in R.S. 35:191.1.	Status verified by: Approval Date:
EXAMINATION REQUIRED – La. R.S. 35:191.(C)(2)(b)		
<input type="checkbox"/> New Applicant Examination Registration	The undersigned applicant declares that he as met the requirements for appointment to the office for which he has applied and hereby requests approval to register to take the Louisiana state notary public examination provided for in R.S. 35.191.1 <u>Examination Registration requires a separate \$75 examination fee</u>	Status verified by: Approval Date:
SECTION FOUR		
AFFIDAVIT OF APPLICANT		
<p style="text-align: center;">AFFIDAVIT of APPLICANT</p> <p>STATE OF LOUISIANA</p> <p>PARISH OF _____</p> <p>BEFORE ME, the undersigned duly commissioned and qualified authority came and appeared the undersigned, herein applying to qualify for appointment to the office of <i>Notary Public in and for the Parish of _____</i>, who, after being duly sworn, did depose and say that the information contained in this application and in all supplemental forms and attachments hereunto are true and complete and given for the purpose of obtaining appointment to the office aforesaid under the provisions of R .S. 35 <i>et seq.</i></p> <p style="text-align: right;">_____ Applicant signature</p> <p style="text-align: right;">_____ Applicant printed name</p> <p>SWORN TO AND SUBSCRIBED BEFORE ME</p> <p>on this ____ day of _____, 20____.</p> <p style="text-align: center;">_____ Notary Public</p> <p style="text-align: center;">_____ Notary Public Printed Name</p> <p style="text-align: center;">La. Notary ID# _____ or La. Bar Roll# _____</p>		

SECTION FIVE**ATTACHMENTS - CHECK ALL THAT APPLY**

- ☐ Notary Public Examination Registration (along with separate \$75 examination fee)
- ☐ Proof of Immigration Status
- ☐ Letter of Good Standing from Supreme Court
- ☐ Supplemental Information Form (for SECTION TWO questions)

SECTION SIX**SECRETARY OF STATE USE ONLY**

☐ **Date received:** _____

Fees received:

☐ \$35 qualifying application fee ☐ \$75 exam registration fee ☐ \$35 commission filing fee

☐ **Court Approval Required**

☐ **Date Approved:** _____

☐ **Approved by:** _____

SECTION SEVEN	SUPPLEMENTAL INFORMATION FORM
A.	
B.	
C.	
D.	
E.	
F.	
G.	
H.	
I.	
J.	
K.	
L.	
M.	
N.	
O.	

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